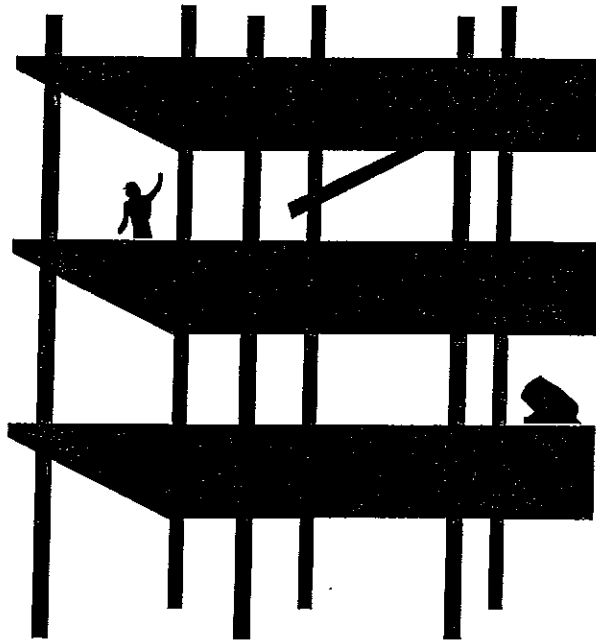


*CITY*  
COMMERCIAL  
BUILDING  
PERMIT  
APPLICATION



CITY OF ALEXANDRIA  
Building Department  
704 Broadway  
Alexandria, MN 56308  
(320)-763-6678

**INFORMATION REQUIRED FOR OBTAINING A BUILDING PERMIT**  
**City of Alexandria**

***NOTE: All Plans and Specifications Shall be Prepared by an Architect and/or Engineer.***

☐

**A Site Plan showing:**

- Proximity of building to property lines, streets, alleys and other buildings.
- Legal description
- Site address of property..
- Parking plan (include handicap parking).
- Location of utilities/utility lines, driveways, curb cuts and fire hydrants – existing and proposed.
- Easements, wetlands, etc.
- Site topography showing surface drainage in sea level datum.

☐

**Building Structural Plan by a Structural Engineer showing:**

- Footings.
- Foundation
- Wall sectionals
- Roof system with bracing and wall-to roof connections
- Special or unusual structural conditions

☐

**Architectural Plan showing:**

- Handicap accessibility from parking through the building.
- Exiting:
  - Aisles
  - Corridors
  - Doors, Stairs
- Occupancy Group
- Building Type
- Energy Conservation
- Rest room detail including wall and floor finish.
- Fire Code Details.
- Elevations

☐

**Mechanical Plan by a Mechanical Engineer showing:**

- Ventilation per ASHRE 62-1989.
- Structural loads on building from equipment.
- Duct penetrations of fire assemblies.
- Smoke detection.
- Duct size, material type, thickness and layout.
- Mechanical equipment schedule identifying manufacturer's name, model, capacity etc.
- Commercial hood and kitchen ventilation.

Continued Next Page

☐ **Electrical Plan** showing:

- Fire Alarms.
- Service location, load and voltage.
- Smoke detectors.
- Switches and receptacles.

☐ **Work in Public Way**

- Tree removal or trimming plan.
- Turf restoration plan.
- Sidewalk and/or curb removal plan.
- Street restoration plan.

☐ Application for sanitary sewer must be obtained from the Alexandria Lakes Area Sanitary District located at 2201 Nevada Street in Alexandria.

☐ Alexandria Light and Power Commercial/Industrial Electrical Service Questionnaire/Application to be obtained from ALP located at 316 Fillmore Street in Alexandria.